

DOCUMENT CONTROLLER - ROLES AND RESPONSIBILITIES

Reporting to Project Manager

Purpose of the role

As a Document Controller at Statom Group, you will be responsible for organising, managing, and maintaining project documentation throughout the project lifecycle. This includes ensuring that all documents are filed correctly, accessible, and compliant with the company's standards, regulations, and client specifications. You will play a vital role in supporting project teams, enhancing communication, and contributing to the smooth execution of civil engineering projects.

Document Management

- **Document Organisation:** Ensure that all project documents (drawings, contracts, specifications, RFIs, submittals, reports, etc.) are organised, categorised, and filed according to Statom Group's document management system.
- **Version Control:** Maintain an up-to-date and accurate version control system for all documents, ensuring that outdated documents are archived, and the latest revisions are easily accessible by all relevant stakeholders.
- **Document Retrieval:** Efficiently retrieve and distribute documents to project teams, stakeholders, and clients when required. Ensure that documentation is provided in a timely manner, supporting the project's progress including Friday Pack to be uploaded weekly to the Client system.
- **Document Archiving:** Oversee the archiving of completed project documents, ensuring compliance with Statom Group's policies, legal requirements, and industry best practices for long-term storage.

Compliance and Quality Control

- **Compliance with Industry Standards:** Ensure that all documents comply with UK construction industry standards, regulatory requirements (such as CDM 2015 and HSE guidelines), and Statom Group's internal processes and standards.
- **Audit Support:** Support internal and external audits by providing access to accurate and organised project documentation, ensuring compliance with quality management systems and regulatory standards.
- **Document Review:** Assist project teams with the document review process, ensuring that all incoming and outgoing documents meet quality and compliance requirements before distribution.

Collaboration and Coordination

- **Collaboration with Project Teams:** Work closely with project managers, engineers, architects, and other stakeholders to ensure proper documentation flow throughout the project lifecycle. Act as a liaison between departments to ensure all documentation is complete and accurate.
- **Supplier and Subcontractor Coordination:** Coordinate with subcontractors and suppliers to ensure that all necessary documentation (e.g., compliance certifications, warranties, product specifications) is received, reviewed, and filed.
- **Communication:** Communicate effectively with various stakeholders to track the status of documents and ensure that project teams are aware of critical information and updates.

Document Control System Management

- **System Administration:** Administer and maintain Statom Group's document management system (e.g., Aconex, Procore, or internal software), ensuring that it is up-to-date and functioning efficiently.
- **Training and Support:** Provide support and training to project teams and new staff on how to use the document management system, ensuring that everyone adheres to the correct processes for document handling.
- **Security and Access Control:** Manage document access, ensuring that only authorised individuals have access to sensitive or confidential information. Implement appropriate security measures to protect project data.

Documentation Control Processes

- **Submittals and Approvals:** Manage the submission and approval process for key project documents such as drawings, specifications, and change orders, ensuring that they are properly reviewed and approved by the Project Manager before being distributed.
- **Change Management:** Track and manage all changes to documents, ensuring that amendments and revisions are accurately recorded and reflected in the document control system.
- **Record Keeping:** Ensure that all documents are archived correctly and securely at the end of the project, in accordance with Statom Group's retention policies and legal requirements.

Reporting and Progress Tracking

- **Document Tracking:** Monitor the status of all documents, ensuring that critical documents (e.g., approvals, contracts) are completed on time and delivered to the appropriate parties. Tickets to be logged onto their specific tracker in date order (daily materials, concrete delivery, waste disposal, timber tracker, concrete cube summary). Upon receipt of goods, verify delivery against the approved purchase order and record the Goods Received Note (GRN) in COINS.
- **Progress Reports:** Provide regular updates to the project team and management on the status of documentation, including overdue documents, pending approvals, and issues that may impact project timelines.
- **Document Management Reporting:** Generate reports as needed to track document flow, compliance, and project milestones, providing visibility into the documentation process.

Support to Project Close-Out

- **Final Document Handover:** Ensure that all project documentation, including as-built drawings, warranties, and operation manuals, is compiled and handed over to the client at project completion, in accordance with the project's requirements.
- **Project Close-Out Compliance:** Assist with project close-out procedures, ensuring that all documentation is complete, reviewed, and archived for future reference or legal purposes.
- **Post-Project Documentation:** Assist with the storage and retrieval of post-project documentation as needed, supporting future projects or maintenance activities.

Health, Safety, and Environmental Awareness

- **HSE Documentation:** Ensure that all health, safety, and environmental documentation is properly managed and compliant with statutory regulations and Statom Group's internal

HSE policies.

- **Safety File Management:** Maintain and update the safety file for each project, ensuring that safety-related documentation, risk assessments, and permits are stored correctly.
- **Induction Process:** Register new operatives for induction and confirm booking details (date, time, location, and any required documentation) to ensure they complete induction before starting work.

SKILLS AND QUALIFICATIONS

- **Document Management:** Proficient in managing project documentation, including organizing, filing, and ensuring easy retrieval using document control software (e.g., Aconex, Procore, SharePoint).
- **Version Control & Compliance:** Strong understanding of version control, maintaining document revisions, and ensuring compliance with industry standards (ISO 9001) and client requirements.
- **Communication & Coordination:** Excellent communication skills to liaise with stakeholders, project teams, and external parties to ensure timely document review, approval, and distribution.
- **Attention to Detail:** Strong organizational skills and meticulous attention to detail when managing large volumes of project documents and ensuring accuracy in documentation processes.
- **Time Management & Prioritisation:** Ability to prioritize tasks and meet deadlines while managing competing demands and ensuring efficient document processing.
- **Qualifications & Experience:** Bachelor's degree in Business Administration or related field (preferred), with 2-3 years of experience as a document controller in construction, engineering, or related industries.